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**Office of Youth Programs  
Summer Youth Employment Program 2015**

**Request for Applications (RFA)  
RFA#: Doc179306**

**“FOR YOUTH AGES 14-17”**

**RFA Release Date: Friday, November 7, 2014**

**Pre-Application Meetings**

Attendance is highly encouraged.

**Thursday November 20, 2014**

Session 1: 10:00am to 12:00pm

Location: DOES Headquarters  
4058 Minnesota Avenue, NE  
Washington, DC 20019

**Friday November 21, 2014**

Session 2: 10:00am to 12:00pm

Location: Webinar (link provided upon RSVP)

***RSVP for Pre-Application Meetings at: [summerjobs@dc.gov](mailto:summerjobs@dc.gov)***

**Application Submission Deadline:  
December 15, 2014 (2:00pm EST)**

***Applications must be submitted electronically via the District ARIBA eSourcing Module.  
Contact [doesgrants@dc.gov](mailto:doesgrants@dc.gov) for an invitation to the online solicitation event.***

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

## **Request for Application**

*(The sections listed on this page refer to the corresponding eSource/Online Application Location)*

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- A.3 General Program Requirements
- A.4 Specific Program Requirements
- A.5 Grant Line Item Numbers (GLIN)

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- B.1 Application Format *(See Section 3.1)*
- B.2 Executive Summary *(See Section 3.3)*
- B.3 Program Narrative *(See Section 3.4)*
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### **Section C: Application Review and Scoring**

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**PLEASE NOTE THAT FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS IN PDF FORMAT, AND REQUIRED ATTACHMENTS WITHOUT A WRITTEN EXPLANATION FOR THEIR OMISSION MAY RESULT IN ITS AUTOMATIC DISQUALIFICATION FROM THE APPLICATION REVIEW PROCESS.**

## LIST OF REQUIRED FORMS

*(The Sections listed on this page refer to the corresponding eSource/Online Application Location)*

### SECTION 3: LIST OF REQUIRED FORMS

- Applicant Profile**  
*See Section 3.1*
- Executive Summary**  
*See Section 3.3*
- Program Narrative**  
*See Section 3.4*
- Itemized Budget**  
*See Section 3.5*
- Budget Narrative**  
*See Section 3.7*
- Project Timeline**  
*See Section 3.9*
- List of Partners and Affiliations**  
*See Section 3.11*
- List of Other Funding Sources**  
*See Section 3.13*
- Staffing Plan**  
*See Section 3.15*
- Organizational Chart**  
*See Section 3.16*
- Key Staff Resumes or Brief Biographies**  
*See Section 3.17*

## LIST OF REQUIRED SUPPORTING DOCUMENTS

### SECTION 4: LIST OF REQUIRED SUPPORTING DOCUMENTS

- Memorandum of Partnership Agreement or Understanding**  
*See Section 4.1*
- Statement of Certification**  
*See Section 4.2*
- Non-Disclosure Agreement**  
*See Section 4.4*
- IRS Form W-9**  
*See Section 4.6*
- Documentation proving IRS tax status [e.g. 501(c)(3) determination letter]**  
*See Section 4.8*
- Valid/Current DCRA Business License or license by applicable regulatory body**  
*See Section 4.9*
- Copy of most recent and complete set of audited financial statements**  
*(Note: If your organization does not have audited financial statements, you must provide three (3) years of company financials to include the following: Balance Sheet, Income Statement, and Cash Flow Statement. \* IRS Form 990 is not an acceptable document. See Section 4.10)*
- Proof of Occupancy/Building Lease/Rental Agreement**  
*(Note: Applicants planning to use a D.C. Public School (DCPS) building during the SYEP must provide a signed approval letter and building use agreement from the DCPS, Office of Out-of-*

*School Time. The fall vetting cycle for new organizations to provide programming in a DCPS location opens on Friday, October 3, 2014 and closes on Friday, November 7, 2014.*

*Application submitted after the November 7, 2014 deadline **will not be considered** for spring of SY14-15. To obtain information on the vetting process, please visit the Office of Out-of-School Time Programs (OSTP) [website](#). Similarly, if using a D.C. Parks and Recreation facility, appropriate written authority is required.) See Section 4.11*

**Insurance Certificate**

*See Section 4.12*

**SECTION 5: TOTAL AMOUNT OF REQUEST**

- **Price = Rate per participant**
- **Quantity = Number of participants served**
- **Extended Price = Total amount**

**Note:** Total budgets for proposed summer youth employment programming must fall between \$6,000 (serving 15 participants) and \$32,000 (serving 80 participants), based on the established per participant rate of \$400.00.

## **Section A: APPLICATION STATEMENT OF WORK**

### **A.1 PROGRAM SCOPE**

The District of Columbia Department of Employment Services (DOES) Office of Youth Programs (OYP) seeks qualified Applicants to provide high quality, structured, work readiness and workforce development programs for D.C. youth participants between the ages of 14 and 17, as a part of the District's ***2015 Summer Youth Employment Program (SYEP)***. All activities should provide purposeful and developmentally appropriate employment and career exploration opportunities. Applicants should employ a positive youth development philosophy in their approach and program design. Positive youth development is a process through which young people acquire the cognitive socio-emotional skills and abilities to build the competencies necessary to successfully navigate life.

**A.1.1 Period of Performance** – The period of performance shall be from the date of award through August 31, 2015.

**A.1.2 Total Amount of Funding to be Awarded** – DOES anticipates a total of **\$600,000.00** to be available for this award, pending availability of funds. The total proposed budget per application must not exceed **\$32,000.00** based on the established maximum rate of **\$400.00** per participant. Moreover, it is required that each Grantee serve a ***minimum of 15 participants and a maximum of 80 participants***. Participants to be served under this RFA will be between 14 and 17 years of age.

### **A.2 PROGRAM BACKGROUND**

The goal of SYEP is to provide District youth, ages 14 to 21, with enriching and constructive summer work experiences through subsidized placements in the private and public sectors. DOES strives to provide young people with the opportunities to:

- Earn money and gain meaningful work experiences;
- Learn and develop the skills, attitudes, and commitment necessary to succeed in today's work environment;
- Gain exposure to various exciting career industries;
- Interact with professionals in a positive work environment; and
- Stimulate entrepreneurial thinking that will possibly one day create jobs that contribute to their communities.

Although SYEP is a short-term work readiness, employment, and training program, the goal is to introduce youth to employers who will positively impact their futures. Employers in Washington, D.C. make this annual program possible by serving as host employers and providing structured, work readiness job opportunities for youth during the summer.

### **A.3 GENERAL PROGRAM REQUIREMENTS**

- A.3.1** The funds for SYEP are made available through District of Columbia appropriations. Funding for grant awards is contingent on the availability of funds.
- A.3.2** This RFA does not commit DOES to make any grant awards. DOES maintains the right to adjust the number of grant awards and amounts based on funding availability. DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.
- A.3.3** Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.
- A.3.4** If awarded funding, Grantees shall deliver SYEP programming **from Monday June 29, 2015 to Friday, August 7, 2015.**
- A.3.5** Grantees shall provide a total of 20-25 hours of contact per week to youth participants. This is based on an average of five (5) days per week, with a minimum of four (4) hours of contact per day, per participant ages 14-15 and a minimum of five (5) hours of contact per day, per participant ages 16-17.
- A.3.6** Applicants are only allowed to submit one (1) proposal in response to this RFA. **Applications must be submitted online by December 15, 2014, via the District's ARIBA eSourcing Module.**
- A.3.7** The proposed program shall be required to operate within the District of Columbia. Grantees must submit any changes to the proposed program location at least 24 hours (or one business day) in advance. All location changes must be approved by DOES prior to the proposed relocation.
- A.3.8** The ratio of adult supervision to participants shall be one (1) adult supervisor for every 12 youth participants. In the case of a classroom setting, the ratio may be one (1) adult supervisor for every 25 youth participants. *(Note: an adult is defined as a person that is at least 21 years of age, who works for the Grantee, and who has passed the specified Metropolitan Washington Police Department (MPD) criminal background check and other required DOES employee selection criteria.)*
- A.3.9** Grantees shall certify weekly participant time and attendance via the DOES electronic time management system; complete paper timesheets for all participants on a bi-weekly basis; complete and submit a participant package for all participants; complete participant evaluations; and provide at least one (1) nomination for outstanding youth.
- A.3.10** During a grant posting, Applicants shall submit all questions via the "message board" of the online solicitation.
- A.3.11** Grantees shall participate in all mandatory SYEP meetings and trainings.

## **A.4 SPECIFIC PROGRAM REQUIREMENTS**

**A.4.1 Project-Based Learning** – Project-based learning engages and motivates participants in active learning processes by using real problems, materials, and tasks to produce outcomes.

**A.4.2 Employability Skills Training** – The program shall provide employability skills training required for entry into the world of work. For youth, this refers to: occupational information; values clarification and personal development; and career search, including preparation of resumes and job applications, interview techniques, job search tips, and appropriate follow-up. Additionally, the training should encompass life skills such as telephone etiquette; use of public transportation to commute to work; budgeting and financing; time management, including timely arrival at work and prompt notification to supervisor if absent from work; how to dress for various occupations; and mock interviews.

**A.4.3 Work Readiness Training** – The program shall provide training to develop “non-technical” skills, abilities, and traits required to function in a specific employment environment, including, at minimum: delivering information or services to customers and co-workers, working effectively as a member of a team, learning or acquiring the technical skills required to perform tasks, inspiring confidence of supervisors and management, and understanding and adapting to the cultural norms of the workplace.

Workplace readiness. Work Readiness would outline the “soft skills” and interpersonal competencies that are essential to workplace success, including the following required subtopics:

- Communication and Conflict
- Interview Skills
- Resume Writing
- Problem Solving
- Creativity
- Self-Direction
- Ethics
- Time Management
- Workplace Etiquette and Attire

Financial literacy. This topic would include basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving, and credit. The required subtopics are:

- Budget Basics
- Investing
- Self-sufficiency
- Affordable Care Act

Career exploration. This topic would include the career options available to young adults, as well as the preparation necessary to attain different goals, and could include presentations by successful practitioners in a variety of professions. The required subtopics are:

- Self-assessment
- My Education Plan
- Career Roadmap

Reflection and analysis. During the last week of the program, the contractor would guide participants in a discussion and reflection on their summer employment experiences and explore employment and educational choices available to them in the future.

## A.5 GRANT LINE ITEMS NUMBERS (GLIN)

The total amount of the grant award shall not exceed the amount specified within the Grant Agreement. DOES plans to provide four (4) payments to SYEP Grantees based on the receipt, acceptance, and approval of invoices that comply with the requirements of this RFA:

<b>GLIN</b>	<b>Description</b>	<b>Amount</b>
001	OYP Grant Orientation	25% of total grant
002	Program Orientation	25% of total grant
003	Preliminary Work Readiness	25% of total grant
004	Participant Package	\$100/participant

**GLIN #001:** Upon completion of an Executed NOGA, staff clearances, and mandatory OYP grant orientation as required before the start of the program, DOES will authorize a payment of 25% of the total grant award.

**GLIN #002:** Upon completion of site visit #1 and attendance of mandatory OYP program orientation as required before the start of the program, DOES will authorize a payment of 25% of the total grant award.

**GLIN #003:** Upon receipt of all participant-tracking sheets, successful completion of site visit #2, and submission of participant preliminary or draft resumes, Grantees will receive a payment of 25% of the total grant award.

**GLIN #004:** Upon receipt, acceptance, and approval of proper invoices and submission of completed participant packages, DOES will authorize final payment at a rate of \$100 per participant remaining at Grantee's worksite. A completed participant package will include the following:

1. Final Resume
2. Education Plan
3. Career Roadmap
4. Self-Assessment

If the Grantee does not comply with the provisions of the Grant Agreement, applicable federal and District laws and regulations, and terms and conditions of the grant, then the Grant Agreement may be terminated in whole or in part for default or convenience at the discretion of the Grant Monitor and/or Grants Officer. *(See the District's Standard Grant Provision referenced in Section 1.2 of the online solicitation)*

## **Section B: APPLICATION SUBMISSION**

The length of the application is limited to 25 double-spaced pages, typed in 12 point Times New Roman font with 1 inch margins. The 25-page limit EXCLUDES attachments.

### **B.1 APPLICATION FORMAT**

**B.1.1 Applicant Profile** – Each application must include an Applicant Profile, which identifies the Applicant, type of organization, program service area, and the amount of funds requested. *Please see Section 3.2 of the online solicitation.*

**B.1.2 Table of Contents** – Each application must include a Table of Contents. The Table of Contents must list major sections of the application with a quick reference page indexing those sections.

**B.1.3 Application Summary (Not to exceed 1 page)** – Each application must include an Application Summary. This section of the application must summarize the major components of the application.

### **B.2 EXECUTIVE SUMMARY**

**B.2.1** Each application shall include an Executive Summary which provides an overview of the key points of the application; identifies the name and address of the organization, including ward; the type of organization; and the amount of funds requested.

**B.2.2** The Executive Summary shall be limited to one (1) page.

### **B.3 PROGRAM NARRATIVE**

**B.3.1** The Applicant shall provide a full description of how the program will be carried out by responding to the application requirements in Section D. *Please see Section 3.4 of the online solicitation.* The three (3) main components of the program narrative are:

- Organization Profile
- Participant Profile
- Program Description

**B.3.2** Applicants must employ the youth development philosophy in their approach and program design. DOES is seeking proposals for high quality summer youth employment programs that will help improve the outcomes for the District's youth. The Summer Youth Employment Program (SYEP) strives to:

- Offer District youth an opportunity to develop the skills, attitudes, and commitment necessary to succeed in today's world of work;

- Provide a mechanism through which eligible youth can earn money, gain meaningful work experience, participate in skills training workshops, and be exposed to various careers;
- Enhance basic academic, occupational, and other skills necessary for youth to obtain and maintain long-term employment; and
- Help youth make a smooth transition from school to career and/or higher education.

Applicants will be required to deliver project-based learning components as part of their programming.

Project-based learning engages and motivates participants in active learning processes by using real problems, materials, and tasks to produce outcomes as opposed to “make work” activities. In order to create a standardized model of summer youth employment and allow the outcomes from summer youth programming to be more easily codified, Applicants are required to provide skills training to reinforce the goals set for the SYEP.

**B.3.3** Applicants shall include a detailed six (6)-week program outline that describes the proposed lesson objectives/goals and includes learning components on **Employability Skills Training and Work Readiness Training**. ALL program outlines must include:

- Weekly objective
- Desired weekly outcome
- Daily activities

**B.3.4** The Program Narrative shall not exceed twenty-five (25) pages. This page limit does NOT include the required forms or supporting documents.

**B.3.5** The Applicant shall use the Program Narrative to describe the proposed program in detail. The Program Narrative shall describe, at a minimum, the following:

- Organization’s mission;
- Capabilities statement;
- Staff experience delivering proposed programing;
- Description of the target population and number of youth to be served;
- How the program will achieve DOES/SYEP goals (*See Section A.2*);
- Identification of the proposed project-based learning components (*See Section A.4.1*);
- Organization’s past performance related to the target population;
- Detailed description of the proposed program; and
- Detailed six-week curriculum that includes Employability Skills Training and Work Readiness Training and a program timeline or schedule (*See Section B.3.3*).

## **B.4 PROGRAM BUDGET**

**B.4.1 Itemized Budget** – Applicants must provide a detailed, itemized budget which lists all projected expenses for the proposed program. *(See Section 3.6 of the online solicitation)*

**B.4.2 Budget Narrative** – Applicants should also provide a narrative which clearly explains the expense items listed in its proposed budget. *(See Section 3.8 of the online solicitation)*

## **Section C: APPLICATION REVIEW AND SCORING**

### **C.1 REVIEW PANEL AND TECHNICAL RATING SCALE**

An Evaluation Panel will be composed of at least three (3) individuals who have been selected for their unique experiences and expertise in workforce development. The panel will review, score, and rank each application using the Technical Rating Scale shown in Table 1 against the established Scoring Criteria listed in Table 2.

**Table 1: Technical Rating Scale**

<b>Technical Rating Scale</b>		
<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
0	<b>Unacceptable</b>	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	<b>Poor</b>	Marginally meets minimum requirements; major deficiencies which may be correctable
2	<b>Minimally Acceptable</b>	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	<b>Acceptable</b>	Meets requirements; no deficiencies
4	<b>Good</b>	Meets requirements and exceeds some requirements; no deficiencies.
5	<b>Excellent</b>	Exceeds most, if not all requirements; no deficiencies.

### **C.2 SCORING CRITERIA**

The Evaluation Panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will then be evaluated strictly in accordance with the requirements stated in this RFA. Each evaluator will independently review and objectively assign a rating using Table #1 to each of the criterion in Table #2:

- Organization Profile 40 points
- Participant Profile 30 points
- Program Description 20 points
- Budget and Budget Narrative 10 points

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the Applicant's score for each criterion. The total

technical score will be determined by adding the Applicant’s score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points using the Technical Rating Scale above and the District evaluates the Applicant’s response as “Good,” then the score for that criterion is determined as 4/5 times 40 equals 32 points.

**Table 2: Scoring Criteria**

ITEM	SCORING CRITERIA	Pts.
1	<b>Methodology</b>	40
	The Evaluation Panel will assess the proposed approach, timeline, adherence to the program requirements set forth in Section B of this RFA, and the Applicant’s ability to successfully deliver the proposed program. In addition, the Evaluation Panel will measure the Applicant’s technical and programmatic approach to achieve maximum opportunity with minimal risk.	
2	<b>Workforce Development</b>	30
	The Evaluation Panel will assess the potential of the application to expose participants to career pathways and provide positive involvement with tangible outcomes for youth participants upon completion of the SYEP. Additionally, the Evaluation Panel will assess the extent to which the proposed programming supports the goals and mission of DOES and the SYEP.	
3	<b>Past Performance</b>	20
	The Evaluation Panel will assess whether the Applicant demonstrates past success providing services to the target population and/or providing similar positive youth development programming.	
4	<b>Innovation</b>	10
	The Evaluation Panel will assess the extent to which the Applicant demonstrates a creative approach to its SYEP program activities.	
<b>TOTAL POINTS</b>		<b>100</b>

### C.3 HOW TO APPLY

The RFA is posted on the following websites:

- <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>
- <http://does.dc.gov/page/does-grants>
- <http://app.ocp.dc.gov/RUI/information/scf/SolNumRespond.asp> /“Electronic Opportunities”

If the RFA cannot be accessed at the above websites, then Applicants may contact the Office of Contracting and Procurement Customer Contact Center at 202-274-7277 or the DOES Grants Office at 202-671-3100 or via email at [doesgrants@dc.gov](mailto:doesgrants@dc.gov).

This RFA will be conducted electronically using the District’s ARIBA E-Sourcing system. To be considered, an Applicant must submit the application and required attachments via the ARIBA E-Sourcing system before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals will not be accepted without prior written approval from DOES.

All attachments shall be submitted as a PDF file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

The Applicant shall submit the following attachments in its electronic submittal via Sections 4 and 5 of the ARIBA E-Sourcing system (Please note that each attachment is limited to a maximum size of 25 MB).

### C.4 PROPOSAL SUBMISSION

Proposals must be fully uploaded in **PDF format only** into the District's ARIBA e-Sourcing system no later than the closing date and time. The system will not allow late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time.

It is solely the Applicant’s responsibility to ensure that it begins the application upload process in sufficient time to get the application and attachment(s) uploaded into the District's ARIBA E-Sourcing system before the closing time. **(PLEASE NOTE: DO NOT USE MICROSOFT INTERNET EXPLORER VERSION 9 TO UPLOAD THE ATTACHMENTS).**

### C.5 APPLICATION PROCESS

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant’s sole responsibility.

## **C.6 SUBMISSION DATE AND TIME**

In order to be considered for funding, complete applications must be submitted via ARIBA eSourcing no later than **Monday, December 15, 2014, at 2:00pm EST.**

**C.6.1 New Vendor:** If you have not conducted business with the District of Columbia, your organization/company must be registered in the ARIBA E-Sourcing system in order to be invited to participate in the event.

**C.6.2** To register your company, visit [www.ocp.dc.gov](http://www.ocp.dc.gov), Quick Links for Vendors.

**C.6.3** For assistance with registration and ARIBA, contact the OCP Customer Contact Center at 202-724-4477.

**ONLY APPLICATIONS SUBMITTED VIA THE ARIBA ESOURCING MODULE WILL BE CONSIDERED.**

## **Section D: Department of Employment Services Contacts**

### **D.1 AWARD ADMINISTRATION INFORMATION**

**D.1.1 Award Notices** – Each Applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an Applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The Grant Agreement sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The Grant Agreement shall be signed by the DOES Director. The Grant Agreement will be sent to the Applicant's contact that is authorized to sign the Grant Agreement and reflects the only authorizing document. The Grant Agreement will be sent prior to the start date, and a meeting between the Grantee and DOES will occur shortly after the Grant Agreement is fully executed.

**D.1.2 Appeal** – An Applicant may appeal the responsiveness determination only to the DOES Office of Equal Opportunity. Appeals must be in writing and addressed to: DOES Office of Equal Opportunity, 4058 Minnesota Avenue NE, Suite 5800, Washington DC 20019. Appeals may also be submitted via email to: [doesgrants.appeals@dc.gov](mailto:doesgrants.appeals@dc.gov). Appeals of the responsiveness determination must be received by the DOES Office of Equal Opportunity within two (2) business days of the responsiveness determination notice.

In order to ensure a fair and equitable appeals process to all Applicants, it is imperative that Applicants communicate solely with the DOES Office of Equal Opportunity regarding an appeal of the responsiveness determination. Program staff cannot issue a decision regarding the appeal of a responsiveness determination. If an Applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the Applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the submitted application will not be considered during the appeal process, unless specifically requested by the DOES Office of Equal Opportunity. The DOES Office of Equal Opportunity may coordinate a meeting to address the appeal. The Office of Equal Opportunity will issue a written appeal decision. The decision of the Office of Equal Opportunity may only be overturned by the DOES Director.

**D.1.3 Grantee Program Compliance** – Youth participants will be assigned to Grantees by DOES only. DOES shall approve any termination or removal of youth participants. Grantees will not be permitted to screen, interview, or select participants for their awarded programs.

Prior to the start of the program, Grantees must successfully complete the following:

- DOES site visit inspection;
- Criminal background clearance through the DC Metropolitan Police Department (MPD) prior to the start of the program for every employee working with youth. DOES will provide these clearances free of charge. Supervisors who have a valid clearance on file with MPD within the last two (2) years do not need to obtain a new clearance;
- DOES Supervisor Orientation;
- All DOES mandatory meetings;
- DOES-approved orientation plan for all assigned youth participants.
- Non-Disclosure Agreements for each staff person and volunteer working on grant; and
- Proof of Insurance.

**D.1.4 Grantee Reporting and Deliverables** – The required program deliverables for each participant are described below and should be submitted on or before the end of the third phase of each cohort.

- **Electronic Time and Attendance Reporting** – Grantees must enter time for participants electronically on a weekly basis on Fridays by 3:00 p.m. EDT, throughout the 6-week program.
- **Paper Time Sheet Reporting** – Grantees must complete timesheets for all participants on a bi-weekly basis on Fridays by 3:00 p.m. EDT, throughout the 6-week program.
- **Participant Tracking Sheet** – Grantees must complete provided tracking sheet for all participants on a weekly basis on Fridays by 3:00 p.m. EDT, throughout the 6-week program.
- **Participant Package** – Grantees are required to complete and submit a Participant Package for every participant in the 6-week program that consists of the following:

- a. A cover letter and a resume describing training and work that was performed in the 6-week program;
- b. A reference letter, if a participant's performance was deserving of a reference;
- c. A completed DOES-approved Performance Evaluation at the conclusion of the 6-week program for each participant; and
- d. All completed paper timesheets for each participant for the 6-week program.

All program deliverables must be submitted per the schedule provided above and final program deliverables must be submitted to DOES no later than the end of third phase of each cohort.

DOES will have sole ownership and control of all deliverables. The Grantee must receive written permission from DOES to use or distribute any product from this program, prior to the proposed use or distribution.

**D.1.5 Anti-Deficiency Considerations** – The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

**D.2 GRANTS OFFICER**

Jerome A. Johnson  
Department of Employment Services  
Email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)

**D.3 GRANTS SPECIALIST**

Emmaniece Gordon  
Department of Employment Services  
Email: [doesgrants@dc.gov](mailto:doesgrants@dc.gov)